



## **2022-2023 Executive Intern**

Americans for Financial Reform Education Fund (AFR Ed Fund) is seeking to hire an Executive Intern to help us lead the fight for financial justice.

AFR Education Fund has been called “the leading voice for Wall Street accountability” in Washington. Help us continue and grow this important work.

AFREF played a leading role in winning passage of the Dodd Frank Financial Reform law and the creation of the Consumer Financial Protection Bureau; and we are driving the fight for broader transformations of the financial system to advance economic, racial, and social justice. AFREF’s staff develops plans and strategies in collaboration with a coalition of more than 200 consumer, civil rights, labor, community based, and other organizations, along with academics and policy experts.

### **Job Description**

This Internship is a year-long, part-time, paid position. The Executive Intern will report to the COO and provide a range of organizational, operational, and logistical support to the COO and the organization. This is an outward-facing position, meaning the Executive Intern will be in regular contact with people outside AFR/AFREF’s staff, including coalition members, the Board of Directors, vendors and service providers and other partners or event participants. An ideal candidate will be attentive to email, organized, detail-oriented, proactive, independent, and able to juggle multiple projects at once.

### **Responsibilities**

- Curate, edit and format monthly reports detailing AFR/AFREF’s work for the Board of Directors
- Manage and update the COO Resource Library for DC/Progressive Nonprofits
- Provide logistical and technological support for events, including assistance in the planning, coordination, and production of events
- Assist with Development projects including updating budget spreadsheets and conducting donor outreach
- Provide organizational support for AFR/AFREF operations, such as updating the website and managing subscriptions
- Prepare materials for board meetings
- Complete special projects for the Board of Directors, COO, Operations Manager and Executive Director



## **Qualifications**

Ideal candidates should have a strong commitment to economic justice, racial justice, and social justice. They should have excellent written and oral communication skills; high proficiency with general office software (Microsoft Word, Excel, Paint and PowerPoint preferred); and knowledge and experience with website maintenance, blogging, design, and social networks. We are also looking for someone who is organized, detail-oriented, has solid judgment and good relationship-building skills.

## **Compensation**

AFR Ed Fund offers a compensation of \$16.10/hour, together with stimulating, soul-satisfying work and a crash course in public-interest advocacy, financial regulation, communications, and coalition building. Academic credit is available as well.

## **Covid Location Adjustment**

Due to COVID-19, and AFR Ed Fund continues to take all precautionary measures to protect the health of its staff and the public, this will be a telework internship. Meetings and orientation will take place via Zoom or other teleconference apps.

## **To apply**

Please send a resume, a cover letter, a brief writing sample, and three references to [internships@ourfinancialsecurity.org](mailto:internships@ourfinancialsecurity.org). Please specify in your email the specific position to which you are applying.

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*Americans for Financial Reform Education Fund provides equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, gender expression, sexual orientation, national origin, age, or disability. AFR Ed Fund is located at 1615 L Street NW in downtown Washington, D.C.*

*Americans for Financial Reform Education Fund is aware that for-profit companies have been selling services related to our internship program. Please be aware that AFR Education Fund is **not** collaborating nor partnering with any such companies and paying for such services does not guarantee placement in our internship program. AFR Education Fund **does not** charge any fees at any stage of the application and selection process.*